



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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WILLIAM T FUJIOKA  
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December 22, 2011

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

*Antonio Jimenez for Hahn*

## **SHERIFF DEPARTMENT'S REQUEST TO APPOINT MR. PAUL K. TANAKA TO THE POSITION OF UNDERSHERIFF (UNCLASSIFIED)**

Consistent with Board-approved Policy on management appointments, the Sheriff's Department with the support of the Chief Executive Office requests approval to appoint Mr. Paul K. Tanaka to the vacant and budgeted position of Undersheriff (Unclassified), at an annual base salary of \$209,144.52. With applicable bonuses the annual salary will be \$266,385.48. The base salary placement for Mr. Tanaka onto Management Appraisal and Performance Plan (MAPP) Tier I Salary Range R22, the Board approved range for this position, is slightly above the minimum of the range. Based on Mr. Tanaka's extensive experience and the role and responsibilities he will be assuming, this is an appropriate salary placement.

Mr. Tanaka began his career with the Los Angeles County Sheriff's Department in May of 1982, where he has held various line assignments as a deputy in patrol, custody, and recruitment. He was promoted to Sergeant in 1987, and since has promoted through the ranks holding the positions of Lieutenant, Captain, Commander, and Division Chief in various supervisory, management, and executive management assignments throughout the Department. These assignments including bureaus, stations and specialized units in Custody Operations Division, Correctional Services Division, Field Operations Regions, Administrative Services Division, and the Office of the Undersheriff, provided Mr. Tanaka with a well rounded and thorough knowledge of departmental operations. Mr. Tanaka was appointed to the position of Assistant Sheriff in January of 2005 and assumed command of the Department's Custody Operations, Correctional, Court and Technical Services Divisions. In 2007, he was assigned to command and have oversight for the Department's three Field Operations Patrol

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Regions, Detective Division and Homeland Security Division. In addition, with a budget of approximately \$2.5 billion and more than 18,000 employees, Mr. Tanaka oversaw the operation of the Department's Administrative Services Division, including financial matters, human resources, and facilities construction and maintenance.

Based on the extensive and varied expertise gained as a result of his many assignments throughout his tenure with the Department, Mr. Tanaka is exceptionally qualified for the position of Undersheriff. In his position as the Undersheriff, Mr. Tanaka will be second in command of the Department and assume duties of the Sheriff in his absence. As chief assistant to the Sheriff, the Undersheriff provides advice on administrative issues which includes Department direction, legislative and operational concerns, and budgetary and personnel matters. To ensure that the best interests of the citizens which the Department serves are met, as the Undersheriff Mr. Tanaka will be responsible for: ensuring that the oversight responsibility of the Assistant Sheriffs for the efficient administration of Divisions, specialized Units and programs is effectively maintained; advising the Sheriff on administrative and policy matters; participating in strategic planning for the Department as directed by the Sheriff; overseeing responsibility for the planning and implementation of the Sheriff's policies and plans for the Department; and representing the Sheriff at various commissions, committees and law enforcement meetings.

In accordance with policy on managerial appointments, unless otherwise instructed by your Board by January 9, 2012, the Chief Executive Office will advise the Sheriff's Department that authorization has been granted to proceed with Mr. Tanaka's appointment to Undersheriff (UC), at an annual base salary of \$209,144.52 and, with applicable bonuses, an annual total calculated salary of \$266,385.48, effective no sooner than January 10, 2012.

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If you have any questions, please contact me, or your staff may contact Steve Masterson, Manager, CEO at (213) 974-8481.

WTH:BC:ES  
SJM:SO:ra

c: Sheriff  
Executive Office, Board of Supervisors  
County Counsel